

Job Description



Job Title: Graduate Engineer (Highways)	Service Area: Highways &, Traffic Group, Community & Environment
Directorate: Strategic Commissioning	Post Number: 26909
Grade: SO1	Date last updated: January 2022

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

To be responsible for the design and delivery of highway schemes and services within the Urban Design Group (part of the Highways & Traffic Group), in an effective and efficient manner to deliver best value and ensure continuous improvements.

The individual services comprises of, Traffic Management & Safety, Structural Services, Urban Design, Landscape Architecture, Highways Maintenance, Street Lighting and Client Services (adoptions, closures and records).

To work with a team of professional and technical staff including directly employed staff, agency and external consultants.

Job Context

1. The post-holder reports to the Principal Officer for Highways within the Urban Design Group.
2. The post holder has no line management responsibility.

3. The post-holder is responsible for assisting Senior Officers with the development of highway schemes as allocated, including investigation stage, feasibility, consultation, obtaining approvals and consents as required, detailed design, preparing contract documents and project management of projects on site
4. The post holder is required to undertake the detailed design and implementation of schemes, under supervision of Senior Officers.
5. The post holder will be required to assist Senior Officers with management of project budgets, whether Council or externally funded allocated to the projects, including approval of interim applications and final accounting of projects.
6. The post holder should have working knowledge of the standard highway contracts and specifications commonly used in the industry.
7. The post holder will be responsible for contract management, including dealing with contractual claims, under supervision of Senior Officers.
8. The post holder needs to have a general understanding of risk management, Healthy and Safety and CDM Regulations, and their application in the delivery of construction projects.
9. The post-holder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

Key Tasks and Responsibilities

Key tasks and responsibilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

All levels

1. To develop technical design for works relating to highway, public realm improvement, road safety, cycling and housing infrastructure schemes.
2. To propose solutions that address the problem, within the constraints of both finance and minimum disruption to the existing highway infrastructure, pedestrians, and cyclists.
3. To undertake research and evaluation of the cost and value of alternative projects or solutions; to undertake value engineering of scheme design so that cost effective solutions for projects relating to highway and general civil engineering can be determined.
4. To maintain records for projects in a systematic and accessible format.

5. To arrange or undertake the necessary investigations to establish details of existing Statutory Undertakers infrastructure, ground conditions, vehicle and pedestrian counts as required, to clarify the situation at particular sites.
6. To liaise with other teams and groups both within the Community and Environment service and the wider Council.
7. To assist with the response to inquiries from the public and/or Councillors and to initiate reports, including input into the Councils work commitment projects funded by the Local Implementation Plan (LIP) program.
8. To assist in preparation and arrange distribution of public consultations documents. To note comments gained from the consultations and make proposed alterations as required to the original scheme.
9. To be responsible for the posting of all notifications required for the implementation of schemes, including committee items and relevant governmental departments.
10. To make regular site visits and, if needed, assist with the instruction of changes to design in line with contractual procedures. The post-holder is expected to consider all impacts, including safety, legal and commercial, of changes.
11. To assist with monitoring project funding, including cash flow for projects, and to report to Budget Holders and Principal Officers on financial positions regularly.
12. To assist with monitoring the work and accounts of consultants or contractors working on specific projects.
13. To liaise with external organisations including other Boroughs, departments and Councillors and to deal with enquiries of a specific and often contentious nature from members of the public.
14. To provide input into developments of new techniques and working practices.
15. To contribute to the Borough's Road Safety and Cycle strategies and work towards their achievements.
16. To contribute to the development of the service provided by the Urban Design Group to other clients within the Council.
17. To implement strategies that will enhance all aspects of the service.
18. To maintain quality systems as directed for delivery of an effective service.
19. To provide technical guidance and support to other officers within the Group, other departments and clients.

20. To assist Principal Officer in assessment of resources and cost estimates for specific projects.
21. To work to a consistently high standard and ensure that all work delivers a high quality service which complies with systems developed to demonstrate quality, as determined by performance indicators, both internal and external assessment and customer feedback.
22. Such other duties, within the competence of the post-holder which may be required, reasonably, from time to time
23. All duties to be carried out in compliance with relevant Health and Safety legislation

Personal Specification



Job Title: Graduate Engineer (Highways)	Service Area: Highways &,- Traffic Group, Environmental Services	
Directorate: Operations	Post Number: 26909	Evaluation Number: 3249/3250
Grade: SO1	Date last updated: January 2022	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be short listed. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE & ABILITY All Levels Adequate numeracy/literacy skills to carry out drawing e.g. AutoCAD, AutoTrack, etc.	All criteria assessed by Application Form, Practical Assessment and Interview

<p>Knowledge of the general construction techniques and legislation relevant to the service e.g. Highway Act.</p> <p>Knowledge of contracts currently used by industry, data collection methods, scheme design and information technology.</p> <p>Knowledge of the requirements of relevant Health and Safety legislation e.g. CDM Regulations.</p> <p>A confident, clear and effective communicator with the ability to adjust their communication both orally and in writing.</p> <p>Ability to understand and respond effectively to enquiries and correspondence from clients, the public and other organisations.</p> <p>Ability to work effectively under own initiative, within defined parameters/deadlines.</p> <p>A working knowledge and understanding of Highway design, Traffic Management schemes and their design, and the supervision of contractors.</p> <p>General knowledge or appreciation of civil engineering contracts, contract administration, project management and the design and implementation of works.</p> <p>As above, but with increased knowledge of civil engineering contracts, contract administration and project management.</p> <p>Ability to work with reduced supervision and demonstrates self-motivation.</p> <p>Ability to identify and provide solutions to a range of problems.</p>	
<p>QUALIFICATIONS:</p> <p>All Levels</p> <p>Full current UK driving licence or other driving licence valid on UK roads.</p>	<p>Documentation</p>

<p>Numeracy and literacy appropriate to the complexity of the work.</p> <p>To be willing to study or be studying in order to gain entry to a relevant Institute.</p> <p>Minimum entry requirement for HNC or equivalent.</p> <p>Relevant academic qualifications at Degree level or equivalent.</p> <p>A member of, to be eligible for, or to be studying in order to gain entry into a relevant Institution.</p>	<p>Application Form and Documentation</p> <p>Application Form and Documentation</p> <p>Application Form and Documentation</p> <p>Application Form and Documentation</p> <p>Application Form and Documentation</p>
<p>CRB</p> <p>This post is not subject to a CRB check</p>	<p>Application Form</p>
<p>EXPERIENCE:</p> <p>All Levels</p> <p>Experience of administration work.</p> <p>Experience of analysing problems and identifying solutions.</p> <p>Experience of interpreting guidelines and implementing best practice.</p> <p>Experience of developing good relationships with a wide range of customers and/or stakeholders, as part of developing effective service delivery.</p> <p>Experience in the preparation, writing and submission of reports.</p> <p>Experience of the application of IT solutions in a relevant and changing environment.</p> <p>Some design experience and knowledge of and practical construction techniques.</p>	<p>All criteria assessed by Application Form and Interview</p>

<p>Experience of the preparation of relevant feasibility studies, project designs and estimates including analysis, evaluation, costings and working to pre-defined budgets , preparation of bill of quantities and specifications.</p> <p>Experience of preparing aspects of contract documents, i.e. preparation of briefs, outline proposals, contract documents, bill of quantities, have an understanding of Method of Measurements for Highway Works.</p> <p>An understanding of claims and contract dispute resolution.</p>	
<p>SKILLS AND ABILITIES:</p> <p>All levels</p> <p>Ability to use IT and familiar Microsoft Office software programs, AutoCAD, Autotrak and other highway design software.</p> <p>Ability to produce written reports and letters formed by collated, analysed and interpreted data.</p> <p>Ability to seek out information, to undertake research into given problem.</p> <p>A confident, clear and effective communicator with the ability to adjust communication style to meet the needs of different audiences.</p> <p>Ability to contribute and work harmoniously in a team situation.</p> <p>Ability to keep to deadlines and to prioritise effectively.</p> <p>Ability to keep abreast of the latest professional developments and innovations in the industry</p> <p>Ability to create a positive and professional image of the service through discussion and personal example.</p>	<p>All criteria assessed by Application Form, Practical Assessment and Interview</p>

<p>Good level of IT and technical design, drawing skills.</p> <p>Ability to collate, analyse and interpret data.</p> <p>Ability to give accurate and up to date technical and professional advice both within and outside the group.</p> <p>Ability to achieve tasks to set deadlines without constant supervision.</p>	
<p>PERSONAL STYLE AND BEHAVIOUR</p> <p>Committed to quality outputs.</p> <p>Flexible, adaptable and accepts change.</p> <p>Innovative, pro-active and embraces change.</p> <p>Honest and possessing integrity.</p> <p>Highly committed, self-motivated.</p> <p>Committed to the achievement of equal opportunities.</p>	<p>All criteria assessed by Application Form and Interview</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <p>Willingness/ability to work out of hours.</p>	<p>All criteria assessed by Application Form and Interview</p>